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**From:** Mroszczyk, Alice (DPH)  
**Sent:** Tuesday, November 20, 2007 3:15 PM  
**To:** Anderson, William (DPH); Bain, Ian (DPH); Ballin, James (DPH); Beagan, Brianne (DPH); Bimbashi, Erti (DPH); Caloggero, Dina (DPH); Curley, Mary Beth (DPH); Eckhof, Cassandra (DPH); Gustus, Toni (DPH); Knorr, Robert (DPH); Mascioli, Lynette (DPH); Mehlman, Alison (DPH); Miller, Tracy (DPH); Paskowsky, Mark (DPH); Wall, Hilary (DPH); Wilber, Nancy (DPH); Anderson, Teresa (DPH); Caceres, Isabel (DPH); Collins, Rachel (DPH); Hanchett, Andrew (DPH); Hawk, Elena (DPH); Hood, Malena (DPH); Hume, Beth (DPH); Hunt, Phill (DPH); MacMillan, Annie (DPH); Mitra, Monika (DPH); Rowe, Dan (DPH); Tran, Loc (DPH); Gershman, Susan (DPH); Douglas, Lynda (DPH); Okeefe, Jerry (DPH)  
**Subject:** FW: diskette shredders

I'm sending this message to Privacy Liaisons and Data Liaisons at 250 Washington Street. Please share it with others who may need help with destroying diskettes and CDs.

Following this morning's Privacy Liaison meeting, I received the following information from Mark Thibault about ITS capacity for shredding diskettes or CDs.

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**From:** Thibault, Mark (DPH)  
**Sent:** Tuesday, November 20, 2007 1:57 PM  
**To:** Mroszczyk, Alice (DPH); Bimbashi, Erti (DPH)  
**Cc:** Daniel, James (DPH); Schambeck, Sander (DPH); DPH-Help, Desk at 250 (DPH)  
**Subject:** RE: diskette shredders

There are a couple of large shredders that we purchased for the renovation. We have access to one and we have been shredding a lot of diskettes for BSAS and we can do it for anyone who needs it done. All they need to do is submit a ticket to the help desk

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**From:** Mroszczyk, Alice (DPH)  
**Sent:** Tuesday, November 20, 2007 11:55 AM  
**To:** Bimbashi, Erti (DPH); Thibault, Mark (DPH)  
**Cc:** Daniel, James (DPH); Hudson, Merrill (DPH)  
**Subject:** diskette shredders

Erti, Mark,

The question of destroying diskettes that contain confidential information has come up a few times recently. Most people are aware that a CD or diskette needs to be physically destroyed – broken. Jennings had suggested that if a group has a large volume of these, that a disk shredder could be purchased.

The question came up again this morning at the Privacy Liaison meeting. Is this a service that ITS can provide to anyone needing to destroy diskettes or CDs? Not everyone has money in their budget to purchase a shredder. Does ITS have any CD or diskette shredders?

Please let me know what you think.

Thanks very much,

Alice